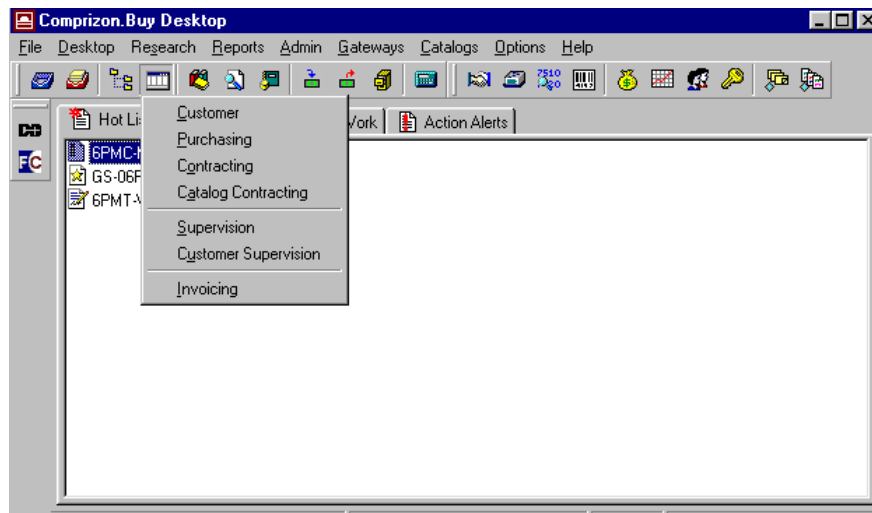# INDEFINITE DELIVERY INDEFINITE QUANTITY CONTRACTS

The EAS Desktop

From the EAS desktop choose the ▥ or the ▦ icon.   The ▥ icon allows users to view and maintain data in worksheet view. The ▦ icon allows users to view and maintain data in a folder view.
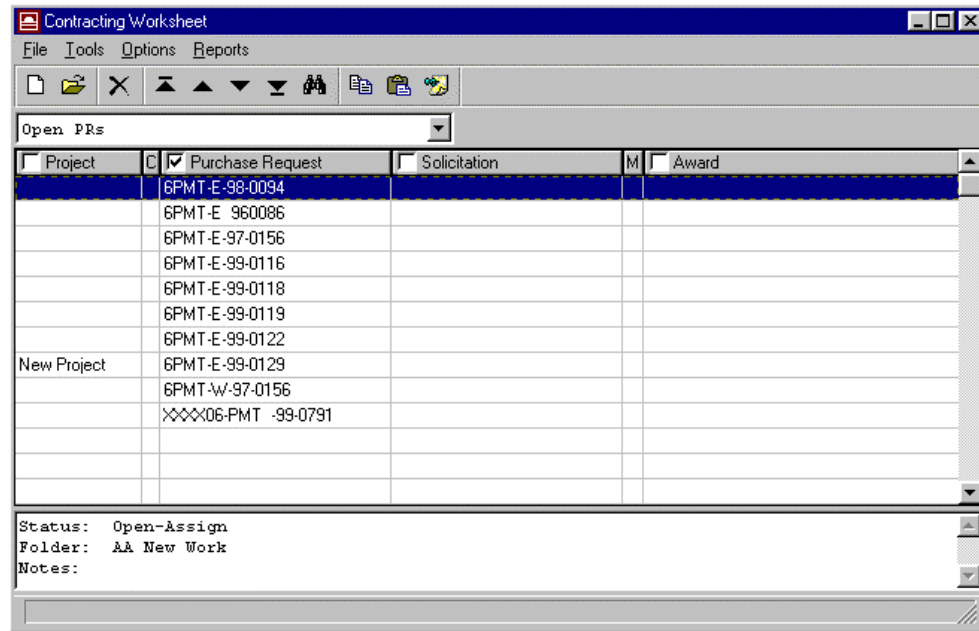

EAS Desktop

Creating the IDIQ contract
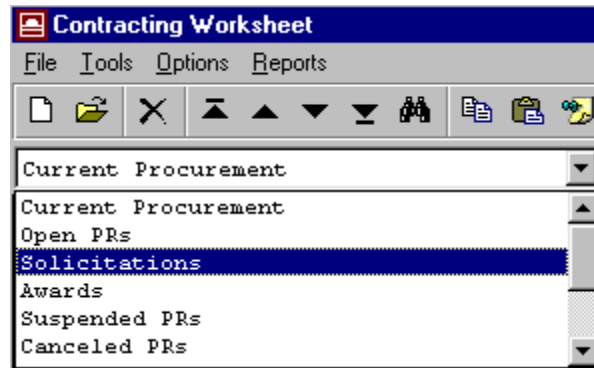
Clicking on ▥ and select "Contracting" from the drop-down menu to display the *Contracting Worksheet.*
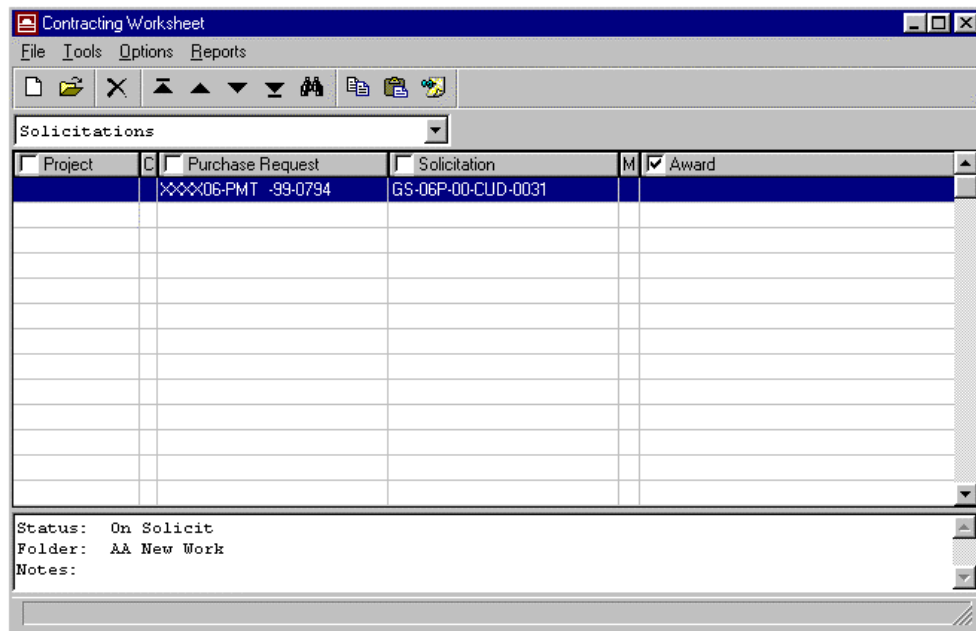
Contracting Worksheet

From the *Contracting Worksheet* click on the drop-down arrow directly underneath the tool bar and select "Solicitations" as shown below.
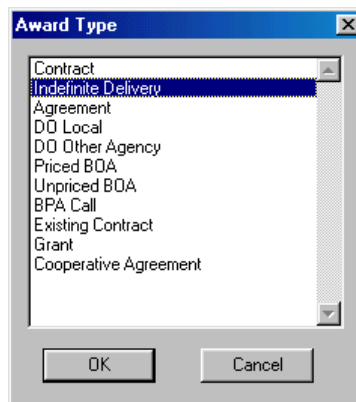
Contracting Worksheet

Highlight the "Solicitation Number" to be awarded. Click in the check box next to "Award."
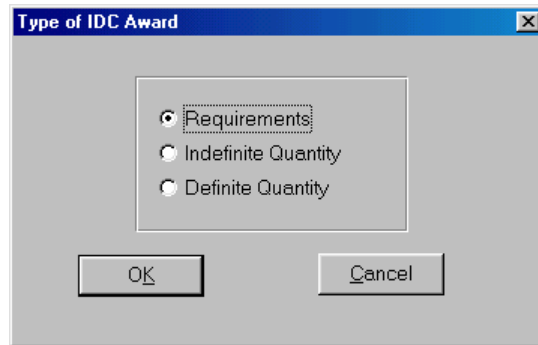
Contracting Worksheet

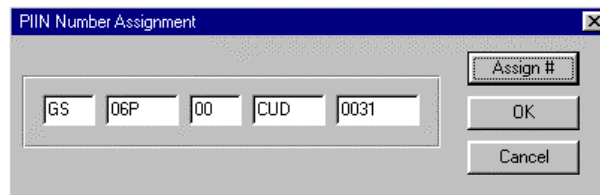Click on the ☐ icon to create a new IDIQ contract.

Award Type Pop-Up Screen

Click on "Indefinite Delivery" from the "Award Type" pop-up menu and then [OK].
The *Type of IDC Award Screen* will appear.

Type of IDC Award Screen

Click on the "Requirements" radio button and then [OK]. The *PIIN Number Assignment Data Entry Screen* will appear.

PIIN Number Assignment Data Entry Screen

To accept the system-generated contract award number, click [OK].

NOTE: Manually overwrite the default contract number, if desired. Click [OK] on the PIIN Number Assignment Data Entry Screen. *EAS does NOT allow duplication of contract numbers.*

NOTE: To assign a contract number, click [Assign #]. EAS generates the next available number. Click [OK].

The Admin Screen of the Award Administration Tab Control Screen will appear.

Award Administration

Award Administration Tab Control Screen

Admin Screen

Enter the award date in the "Award Date" data field, and press the <Tab> key to move to the "Award Form" data field. Click on the drop-down arrow, and a drop-down menu appears. Select one of the contract award forms listed below.

Award Form	Mail Invoice Information Block Number	Contract Services
SF 26:	See Block 12	Award/Contract
SF 33:	See Block 25	Service Contract
SF 252:	See Block 9	Architect/Engineer
SF 1442:	See Block 26	Construction
SF 1449:	See Block 18a	Solicitation/Contract/Order for Commercial Items

Press the <Tab> key to move to the "Expires On" field. Enter the estimated contract completion date.

Press the <Tab> key to move to the "Signed On" field. Enter the estimated date that contract will be signed.

Note: This date may be changed as long as no modifications have been created against the contract.

Press the <Tab> key to move to the "Vendor" data field. To find a vendor, click on the 🔍, and the *Vendor Search Screen* will appear.

Vendor Search Screen

At the "Vendors Where" drop-down menu select "Name." Tab to "Begins With" and type the first few letters of the contractor's name. Click on the ▽ icon to begin the search and all contractors that begin with the entered letters will appear. Select the appropriate vendor by highlighting its name and then clicking on the [Select] button.   Press the <Tab> key twice to move to the "COTR/COR" field.

Admin Screen
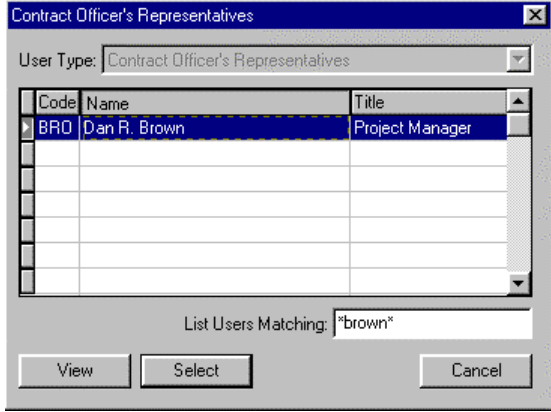
Enter the "COTR/COR" three-digit user ID code and press the <Tab> key to move to the "Contract Officer" data field.

NOTE: Use the 🔽 *to find the COTR/COR three-digit user ID code, if unknown.*

Contracting Officer's Representative Search Screen
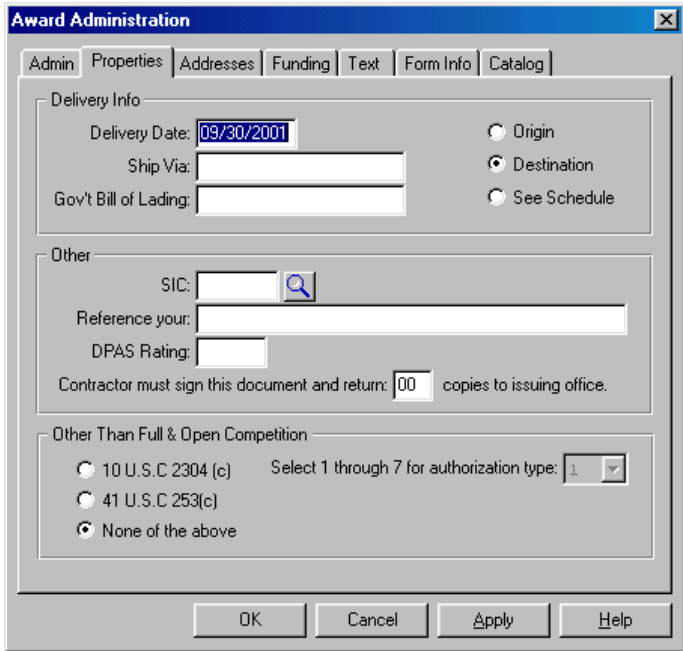
Enter the Contracting Officer's three-digit user ID code in the "Contract Officer" data field. Click [Apply] to save.

NOTE: Use the 🔍 *to find the Contracting Officer's three-digit user ID code, if unknown. Enter their name preceded and followed by a * and click on the Name bar to search for code.*

Next, click on the "Properties" tab at the top of the screen, and the *Properties Screen* will appear.

Properties Screen

Note that the delivery date defaults from the *Solicitation Data Entry Screen*. This date may be changed if necessary.

NOTE: Leave both the "DPAS Rating" and the "Reference Your" data fields blank.

Enter appropriate SIC (Standard Industrial Code). Use look-up feature by clicking on the 🔍 icon. If the SIC code is not known, then type in the work to be performed, preceded and followed by an asterisk in the "List SIC's Matching" field and then clicking on the "Description" field header. Highlight the proper selection and click on Select .

SIC Search Screen

Enter number of copies to be returned.

Complete all other applicable fields, and then click Apply . Move to the "Addresses" tab at the top of the screen, and click to bring the *Addresses Screen* forward.

Addresses Screen

Complete all applicable fields, and then click [Apply] .

NOTE: Use the 🔍 *to find any unknown address or office codes.*

Check address codes displayed. If necessary, change code to reflect proper address. If code is unknown then use search engine to find code by typing in building or department name, preceded and followed by an asterisk and clicking on the "Address Lines" field header. Highlight proper address and click on [Select] .

If applicable, enter information under other locations.
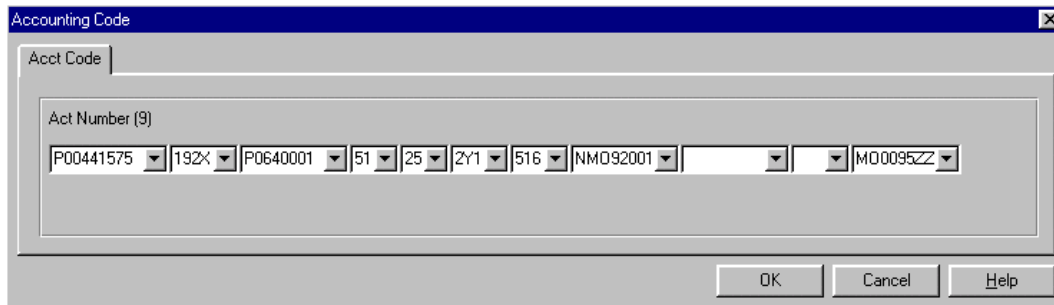
Move to the "Funding" tab, and click to bring the *Funding Screen* forward.

Funding Screen

Verify the appropriation data, and make any necessary changes. Make sure the "Prompt Payment Act" box is checked. Tab to the "Invoice To" field and use 🔍 to search for the address where invoices will be mailed. Click [Apply] to save changes. Refer to the following table for account code information.
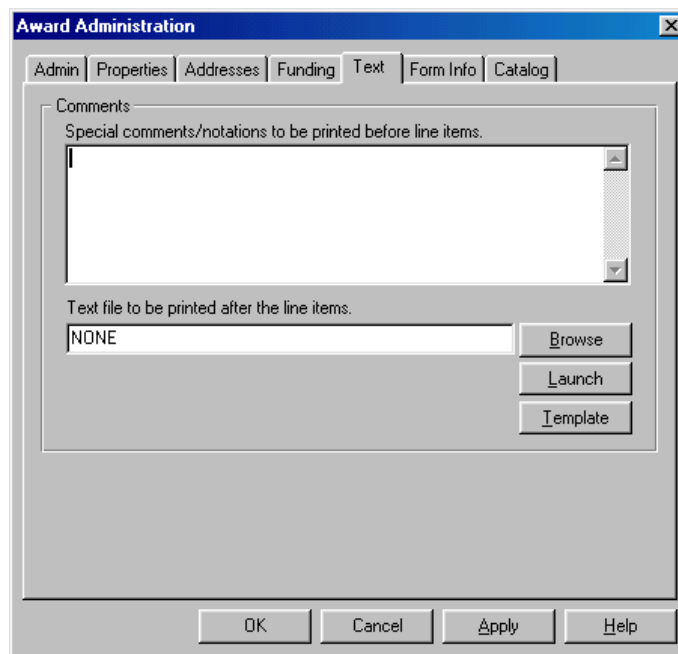
Account Code	Length (characters)	Example
ACT Number:	9	P12345678
Fund Code:	4	192X
Org Code:	8	P0730001
Budget Activity:	2	54
Object Class:	2	25
Function Code:	3	RK1
Cost Element:	3	516
Project Number:	8	RTX96057
CC-A:	8	N9123456
Work Item:	3	314
CC-B:	8	TX0224ZZ

Accounting Code Screen

Accounting Code

Acct Code

Act Number (9)

P00441575 ▾ | 192X ▾ | P0640001 ▾ | 51 ▾ | 25 ▾ | 2Y1 ▾ | 516 ▾ | NM092001 ▾ | ▾ | ▾ | M00095ZZ ▾

OK | Cancel | Help

Next, click on the "Text" tab to bring forward the *Text Screen.*
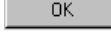
Text Screen

Award Administration

Admin | Properties | Addresses | Funding | Text | Form Info | Catalog

Comments

Special comments/notations to be printed before line items.

Text file to be printed after the line items.

NONE | Browse

Launch

Template

OK | Cancel | Apply | Help

In the Special comments" field, enter any text that is to print before the line items. These may be special instructions to the vendor for place of delivery or time of performance.

A text file may be added to print after the line items but before the clauses by attaching a MS Word file to the Text file field.

Attach an additional text file by clicking [Browse] and selecting a file from the appropriate location in MS Word and clicking [OK] to return to the *Award Admin Screen.*

Or, click [Launch] to view the selected file. If necessary, enter any special comments/notations in the "Special Comments/Notations" box, and then click [OK].

> *Note: Click on the "Form Info" tab ONLY if this is an A/E or CI award.*

Form Info Screen

If a SF252 is being used for the award, fill in the "Negotiated Authority", "Project Title", and "Project Location".

If a SF1449 is being used for the award, fill in "Offer Dated" and "Accepted Items".

> *Note: There is no need to visit the "Catalog Screen." It does not apply to these types of contracts.*

Once all the tabbed screens have been completed, click [OK] to return to the *Award Summary Screen.*

Award Summary Screen

Line Item Management

Click on "Line Items" and the *Award Line Item Management Browser* will appear.

Award Line Item Management Browser

```
Award Line Item Management - GS-06P-00-CUD-0031                    _ □ ×
File  Tools  Options
  D  ☞ ☜  ×   ▲ ▲ ▼ ▼ ♯♯   ☸ ▣ ▤

Line Item Total: 900,000.00              Option Total: 600,000.00

No.  │ Description      │ Quantity│ UI │       Cost│ Type│ Status     │ ▲
0001 │ a/e design phase I│    1.00│ EA │  100000.00│ BPRI│ Full Award │
0002 │ a/e build phase I │    1.00│ EA │  200000.00│ BPRI│ Full Award │
0003 │ a/e design phase I│    1.00│ EA │  100000.00│ OPRI│ Full Award │
0004 │ a/e build phase I │    1.00│ EA │  200000.00│ OPRI│ Full Award │
0005 │ a/e design phase I│    1.00│ EA │  100000.00│ OPRI│ Full Award │
0006 │ a/e build phase I │    1.00│ EA │  200000.00│ OPRI│ Full Award │
                                                                       ▼
Description : a/e design phase I                                       ▲
                                                                       ▼
Enter data or press ESC to end.
```
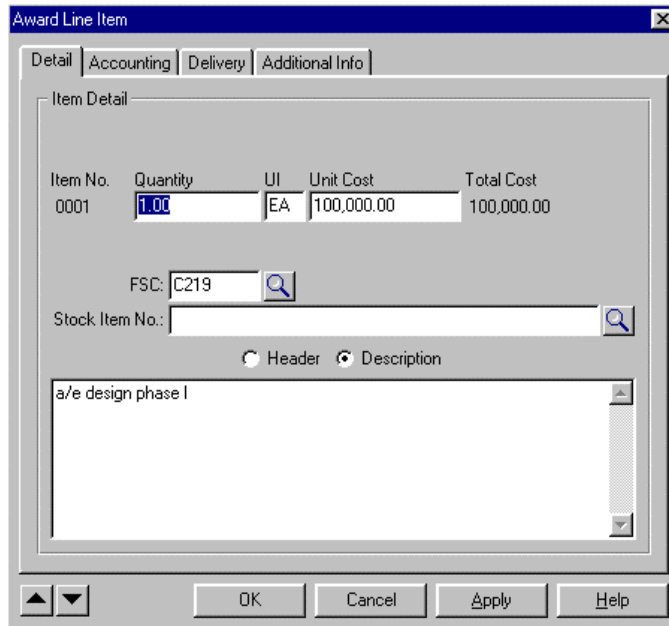
> *NOTE: Please wait for the system to bring forward the line items from the Solicitation module. Depending on the number of line items and network traffic, the database may experience delays.*

Review all line items to determine if changes should be made. Locate and highlight any that need changing, and click on the ☞ icon. The *Award Line Item Tab Control Screen* will appear.

Award Line Item Tab Control Screen

Detail Screen

Verify the "Quantity," "UI" (Unit of Issue), and "Unit Cost." Make any necessary changes. Verify the "FSC" code. Click the "Description" radio button and then enter the description text.

When there are multiple line items, click [▲▼] to move through them without exiting the *Award Line Item Tab Control Screen*. Verify the data that has already been entered and then enter the description text. Click [OK] when done, and then move to and click on the "Accounting" tab at the top of the screen.   The *Accounting Screen* will come forward. If no accounting appears on the screen click [New] .

Accounting Screen

Verify that both "Line Item Cost" and "Total Cost" are the same. If not, tab to either the "Cost" or "Percent" field and re-enter the accounting cost or percent and click on [Apply]. The "Total Cost" and "Line Item Cost" should then be the same. If this is the case, click on [Apply]. Next, click on the "Delivery" tab at the top of the screen to bring up the *Delivery Screen*.

Delivery Screen
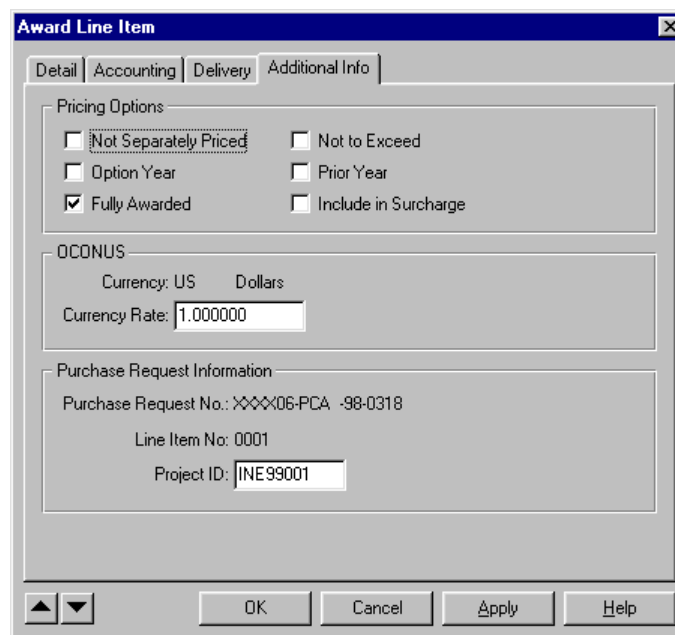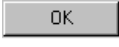
Make any necessary changes, and click on [Apply]. Then move to the *Additional Info Screen* by clicking on the "Additional Info" tab at the top.

Additional Info Screen

Verify that the appropriate box is checked for "Pricing Options."

NOTE: The "Fully Awarded" box should be checked unless this is a multiple award contract.
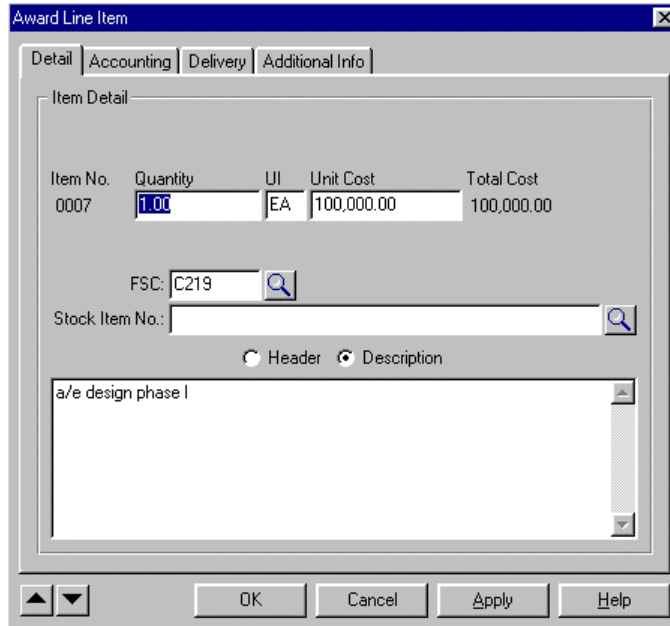
Verify the data that has already been entered and click [OK]. EAS returns to the *Award Line Item Management Browser*.

Adding a Line Item

To add line items to the *Award Line Item Management Browser*, click on the ☐ icon. The *Detail Screen* (from *Award Line Item Tab Control Screen*) will appear.

Award Line Item Tab Control Screen

Detail Screen

Enter the "Quantity," "UI" (Unit of Issue), and "Unit Cost." Then enter the "FSC" code. Click the "Description" button and enter the description text. Click [Apply] when done and move to the *Accounting Screen* by clicking on the "Accounting" tab at the top of the screen.

Accounting Screen

Accounting data has been brought forward from the purchase request. Make any necessary changes. Enter the "Percent" or "Cost" to be applied to this accounting string. "Line Item Cost" and "Total Cost" should be the same. If that is the case, click [Apply], then click on the "Delivery" tab and the *Delivery Screen* will come forward.

Delivery Screen

Make any necessary changes and click [Apply]. Move to the *Additional Info Screen* by

clicking on the "Additional Info" tab.

Additional Info Screen

Verify that the appropriate box is checked for "Pricing Options." Verify all other entered data, and click OK. The *Award Line Item Management Browser* will appear.

NOTE: The "Fully Awarded" box should be checked unless this is a multiple award contract.

Deleting a Line Item

To delete a line item from the *Award Line Item Management Browser*, first highlight the line item to be deleted and then click on the "Delete" ✕ icon. The *Delete Award Line Prompt Box* will appear.

Delete Award Line Prompt Box

Delete Award Line

Options

◉ Delete/Open Assign

○ Delete/Cancel
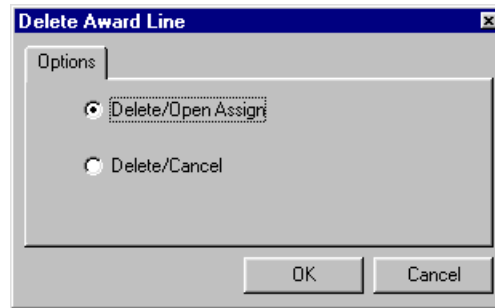
OK   Cancel

Click on "Delete/Cancel" to delete the line item and then [OK]. A *Question Dialog Box* will appear.

Question Dialog Box

Question

? Are you sure you want TO DELETE this line item 0007 ?

Yes   No
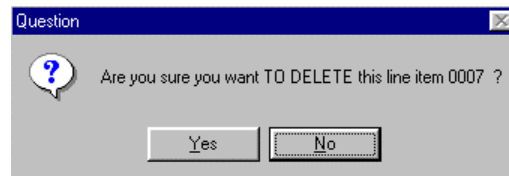
Click "Yes" to confirm the deletion and the *Award Line Item Management Browser* will reappear.

Award Line Item Management Browser


```
Award Line Item Management - GS-06P-00-CUD-0031          [_][□][X]
File  Tools  Options

[toolbar icons]

Line Item Total: 900,000.00              Option Total: 700,000.00

No.   Description              Quantity UI        Cost Type Status
0001  a/e design phase I         1.00 EA    100000.00 BPRI Full Award
0002  a/e build phase I          1.00 EA    200000.00 BPRI Full Award
0003  a/e design phase I         1.00 EA    100000.00 OPRI Full Award
0004  a/e build phase I          1.00 EA    200000.00 OPRI Full Award
0005  a/e design phase I         1.00 EA    100000.00 OPRI Full Award
0006  a/e build phase I          1.00 EA    200000.00 OPRI Full Award



Description : a/e build phase I



Enter data or press ESC to end.
```

Check each line item type in the "Type" column to ensure correct option designation. In order for line items to be included in the base award, they must be coded "BPRI." Line items coded "OPRI" (options) will be excluded from the base award amount.

Exit by clicking the ☒ button at the top right-hand corner of the screen. The *Award Obligation Tab Control Screen* will appear.

Award Obligation

Award Obligation Tab Control Screen

Obligation Screen
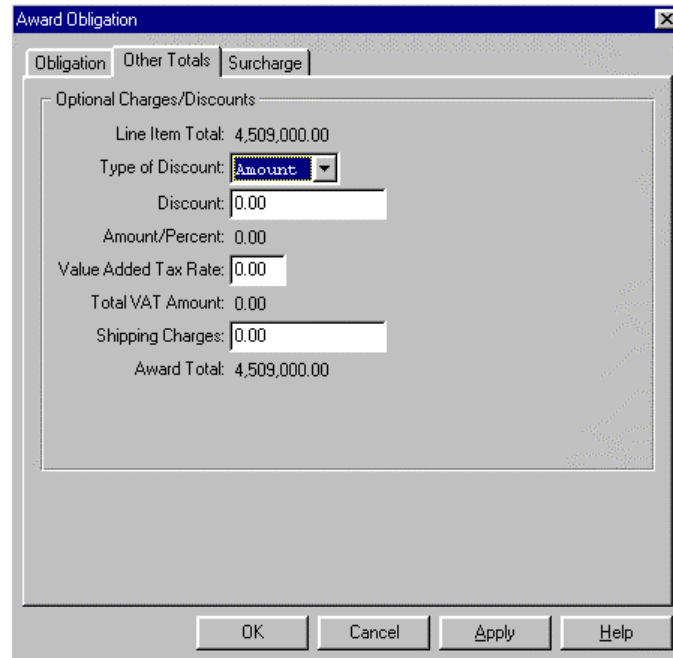
Click on [Apply]. Click on "Other Totals" tab to enter any discounts or shipping charges.

Other Totals Screen
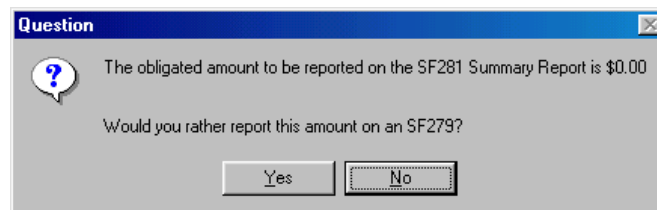
Note: The Surcharge Screen should remain untouched since it does not apply to GSA.

Click [OK] and a *Question Dialogue Box* will appear.

Question Dialogue Box

Click [Yes] to create a *SF-279*. The *SF-279 Data Entry Screen* will appear.

Preparing an SF279 for an IDIQ Award

Screen 1–8

Screen Number	Description	Contents
1	Reporting Agency Code	EAS defaults to 4740, the FPDS (Federal Procurement Data System) agency GSA/PBS identifier. (The code is actually 4740.4740).
2	Contract Number	EAS defaults to the number assigned at Award.
3	Modification Number	EAS defaults to the Modification number issued against the contract (if any).
4	Contracting Office Order Number	EAS defaults to the delivery order number issued against the contract.
5	Contracting Office Code	EAS supplies a default code. Enter the appropraite Contracting Office Code if it is different from the default. This number uniquely identifies the purchasing or contracting office.
6	Action Date	EAS pulls this date forward from the *Award Screen.*
7	Type of Data Entry	This field indicates the type of SF279 being reported. EAS defaults to "A" for original (an action not previously reported to the FPDS). However, if this is not an original 279, change to the correct code. Your other choices include: B – Deleting (for deleting a previously reported action to the FPDS) C – Correctly (for correcting a previously reported action)
8	Report Period	EAS defaults to the year and quarter the report was submitted, usually the current fiscal year and quarter. Do not change.

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 9–16*.

Screen 9–16

Field Number	Description	Contents
9	Kind of Contract Action	Enter the appropriate code from the following choices: A -- *Initial Letter Contract.* B -- *Definitive Contract superceding letter contract.* C -- *New Definitive Contract.* D — *Small Purchase Procedure.* Use when an action is a small purchase procedure pursuant to *FAR Part 13.* Modifications to small purchases shall be reported as H. F — *Order under Basic Ordering Agreement (BOA).* Use when an action is an order under a BOA. G — *Order/Modification under Federal Schedule.* Use when action is an Order, Modification to an order, or Termination of an order under a Federal Schedule contract. H — *Modification.* Use when the action is a modification to an existing Letter Contract, Definitive Contract, or Order (except for a modification to an order under a Federal Schedule contract, which shall be reported under G).
10	Dollars Obligated (or Deobligated)	Enter the total award "Obligated Amount" in 1,000s of dollars, round to the nearest thousand, normally 0.
11	Type of Obligation	EAS defaults to A for "Obligated" (action obligates dollars). The only other choice is B for "Deobligated." Change to B if the action deobligates dollars.
12	Principal Product or Service	Enter the four-digit code from the *FPDS Product and Services Code Manual.* DO NOT LEAVE BLANK.
13	SIC Code	Enter the Standard Industrial Classification (SIC) Code that applies to the type of work being performed. DO NOT LEAVE BLANK.
14	Commercial Item Acquisition	Your choices are Y for "Yes" or N for "No." Defaults from the base award.
15	Contractor Name	EAS defaults to the previously entered name.
16	Contractor Identification Number	EAS pulls the Dun & Bradstreet (DUNS) number from the contractor vendor file (master bidders' list). DO NOT LEAVE BLANK.

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 17–23.*

Screen 17–23

Field Number	Description	Contents
17a	Principal Place of Performance	Report the FIPS code of the city, state, foreign country, or government installation where the items are produced, manufactured, mined, or grown or the service would be performed. (See Block 17 of the *SF 279* for the base contract.) *Do not use two-letter postal abbreviations.* For construction or A/E contracts, report the construction site location. FIPS codes can be found on the Internet at http:\\web1.whs.osd.mil\PEIDHOME\FIPSquery.htm . DO NOT LEAVE BLANK.
17b	Foreign Country Code	Use, if applicable. In most cases, however, this field will be blank.
18	Foreign Gov't or International Orgn.	Use, if applicable. In most cases, however, this field will be "No."
19	Tariff or Regulated Acquisition	Use, if applicable. In most cases, however, this field will be blank.
20	Multi-year Contract	If the base contract period or duration of construction is greater than 365 days, enter "Yes." Otherwise, enter "No."
21	Reserved for FPDS	No applicable
22	Country of Manufacture	EAS defaults to U.S.

Field Number	Description	Contents
23	Synopsis of Procurement	Report based on the *CBD* synopsis required of *FAR 5.2*. Choose from: A — Synopsized prior to Award B — Not Synopsized because of Urgency C — Not Synopsized for other Reason

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 24-31*.

Screen 24–31

Field Number	Description	Contents
24	Type of Contract or Modification	Report code that represents the predominance of dollars obligated or deobligated. A — Fixed-Price Redetermination J — Fixed-Price K — Fixed-Price with Economic Price Adjustment L — Fixed-Price Incentive R — Cost-Plus Award Fee S — Cost-No Fee T — Cost-Sharing U — Cost-Plus-Fixed Fee V — Cost-Plus-Incentive Y — Time and Materials Z — Labor Hours
25	CICA Applicability	Enter the appropriate codes from the following: A. *CICA Applicable* — Use if the action resulted from a Solicitation issued on or after April 1, 1985, and Code B or C does not apply. B. *Purchase Orders/BPA Calls Using Small Purchase Procedures* — Use if the action is a purchase order or BPA calls. C. *Subject to Statute Other than CICA* — Use if specific legislation authorizes agency to use procurement procedures not covered by the CICA statute, and only if the agency notifies FPDC in advance that this code is authorized. D. *Pre-CICA* — Use if the action resulted from Solicitations issued before April 1, 1985. E. *Commercial Items Acquisition* — Use if the action resulted from Solicitations issued using *FAR, Part 12*. DO NOT LEAVE BLANK.

Field Number	Description	Contents
26	Solicitation Procedures	Choose from the following: A. Full and Open Competition — Sealed Bid B. Full and Open Competition — Competitive Proposal C. Full and Open Competition — Combination D. *Architect/Engineer* — Use if the action resulted from selection of sources for A/E contracts. E. *Basic Research* — Use if the action resulted from competitive selection of basic research proposals. F. *Multiple Award Schedule* — Use if the action is for award of a multiple award schedule or an order against a multiple award schedule. G. *Alternate Source-Reduced Cost* — Use if the action resulted from use of procedures to reduce overall costs pursuant to *FAR 6.202(a)(1)*. J. *Alternate Source-Engineer, R&D Capability* — Use if the action resulted from use of procedures for establishing or maintaining an essential engineering, research, or development capability pursuant to *FAR 6.202(a)(3)*. K. *Set Aside* — Use if the action resulted from use of procedures for set asides pursuant to *FAR 6.203*, competed 8(a) awards, and sole source 8(a) awards. L. Other Than Full and Open Competition. DO NOT LEAVE BLANK.

Field Number	Description	Contents
27	Authority Other Than Full and Open Competition	Enter one of the following ONLY when 26 is Y for "Yes." A. *Unique Source* — Use if the action was justified pursuant to *FAR 6.302-1(b)(1)*. B. *Follow-on Contract* — Use if the action was justified pursuant to *FAR 6.302-1(a)(2)(ii)*. C. *Unsolicited Research Proposal* — Use if the action was justified pursuant to *FAR 6.302-1(a)(2)(i)*. D. *Patent/Data Rights* — Use if the action was justified pursuant to *FAR 6.302-1(b)(2)*. E. *Utilities* — Use if the action was justified pursuant to *FAR 6.302-1(b)(3)*. F. *Standardization* — Use if the action was justified pursuant to *FAR 6.302-1(b)(4)*. G. *Only One Source – Other* — Use if the action was justified pursuant to *FAR 6.302-1* in a situation other than the examples cited in A through F above. H. *Urgency* — Use if the action was justified pursuant to *FAR 6.302-2* J. *Mobilization* — Use if the action was justified pursuant to *FAR 6.302-3(a)(2)(i)*. L. *International Agreement* — Use if the action was justified pursuant to *FAR 6.302-4*. M. *Authorized by Statute* — Use if the action was justified pursuant to *FAR 6.302-5(a)(2)(I)*. This includes actions under the *SBA 8(a)* Program that are sole source pursuant to *FAR 6.302.5(b)(4)*. N. *Authorized Resale* — Use if the action was justified pursuant to *FAR 6.302-5(a)(2)(ii)*. P. *National Security* — Use if the action was justified pursuant to *FAR 6.302-7* Public Interest. Q. *Public Interest* — Use if the action was justified pursuant to *FAR 6.302-7* Public Interest.
28	Number of Offers Received	Enter the appropriate code from the following choices: A. 1, B. 2–5, C. 6–10, D. 11–15, E. 16–20, F. 21–50, G. over 50.

Field Number	Description	Contents
29	Extent Competed	Use one of the following when the conditions apply. A. *Competed Action* — Use when Fully and Openly Competed B. *Not Available for Competition* — Use for utilities, brand name commercial products for authorized resale, procurements authorized or required by statute, sole source 8(a), or other contract actions where the agency has determined that there is no opportunity for competition. C. *Follow-On to Competed Action* — Use when the action pertains to an acquisition placed with a particular contractor to continue or augment a specific competed program where such placement was necessitated by prior acquisition decisions. D. *Not Competed* — Use when A, B, or C do not apply.

Field Number	Description	Contents
30	Type of Contractor	Enter the appropriate code. DO NOT LEAVE BLANK. A. *Small Disadvantaged Business* — Use for an award to a small disadvantaged business concern as defined in *FAR 19.001.* B. *Other Small Business* — Use for an award to a small business concern as defined in *FAR 19.001* when Code A does not apply. C. *Large Business* — Use for an award to a concern that is not a small business concern or an individual. D. *JWOD Non-Profit Agency* — Use for an award to a workshop for the blind or for the other severely handicapped persons as defined in *FAR 8.701.* E. *Nonprofit Educational Organization* — Use for an award to an educational organization neither organized for profit nor owned by a state or local government. F. *Nonprofit Hospital* — Use for an award to a hospital neither organized for profit nor owned by a state or local government. G. *Other Nonprofit Organization* — Use for an award to any other organization that is neither organized for profit nor owned by a state or local government, including research organizations. H. *State/Local Government – Educational* — Use for an award to a state-owned or locally-owned educational organization J. *State/Local Government – Hospital* — Use for an award to a state-owned or locally-owned hospital K. *Other State/Local Government* — Use for an award to any other organization that is part of a state or local government, including state or local research organizations L. *Foreign Contractor* — Use for an award to a source outside the U.S. and its outlying areas or if the award is to a foreign government (or any agency or instrumentality thereof). M. *Domestic Contractor Performing Outside U.S.* — Use for an award to a source inside the U.S. and its outlying areas, but where the principal place of performance will be outside the U.S. and its outlying areas. N. *Historically Black College/University or Minority Institution (HBCU/MI)* — Use for an award to a source identified as an institution determined by the Secretary of Education to meet the requirements of *34 CFR 608.2.* "Minority Institution" means an institution of higher education meeting the requirements of Section 1046(3) of the *Higher Education Act of 1965.*
31	Woman-Owned Business	Enter the appropriate code. Choose Y for "Yes" or N for "No."

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 32-33.*

Screen 32-33

Field Number	Description	Contents
32	HUBZONE Small Business Concern	
33a	HUBZone Program	
33b	Small Disadvantages Business Programs	
33c	Other Preference Programs	Enter the appropriate code for the program for which the Solicitation was set-aside. DO NOT LEAVE BLANK. A. Directed to a JWOD Nonprofit Agency B. 8(a) Contract Award C. Reserved D. Small Business Set-Aside E. Reserved F. Reserved G. Buy Indian/Self Determination H. No Reference Program or Not Listed J. Small Disadvantaged Business Set-Aside
33d	HUBZone Price Evaluation Preference Price Difference	
33e	SDB Price Evaluation Adjustment Percent Difference	

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 34-41*.

Screen 34-41

Screen Number	Description	Contents
34	Subcontracting Plan	Enter the appropriate code. A. *Required* — Use if the contract contains a subcontracting plan. B. *Not Required* — Use if the contract does not contain a subcontracting plan.
35	Subject to Labor Statutes	Enter the appropriate code. A. Subject to Walsh-Healey Act C. Service Contract Act D. Davis-Bacon Act E. Not Subject to Walsh-Healey, Davis-Bacon, or Service Contract Acts
36	Estimated Contract Completion Date	EAS displays the expiration date from the "Admin Screen" of the Award Administration Tab Control Box. Enter the **current** contract completion date.
37	Contractor's TIN	Pulled from the bidder record in the master bidders' list.
38	Common Parent's Name	Data displays from the Vendor file if a common parent is applicable.
39	Common Parent's TIN	Data displays from the Vendor file if Item 37 is applicable.

Screen Number	Description	Contents
40	Reserved for FPDS	Not applicable
41	Reserved for FPDS	Not applicable

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 42–49*.

Screen 42-49

Screen Number	Description	Contents
42	Demonstration Test Program	Does not apply to contract actions under the Federal Schedule Program. Choose "Yes" or "No." Y (Yes) — Use for any contract action awarded to U.S. business concerns as a result of a Solicitation issued on or after 1/1/89 under the Demonstration Test Program for the designated industry groups or the targeted industry categories. N (No) — Use when the above does not apply.
43	Emerging Small Business	Enter a code only if Item 42 is "Yes" or if the contractor represents that it is an emerging small business. Otherwise, leave blank.

Screen Number	Description	Contents
44	Emerging Small Business Reserved Award	Enter a code only if Item 43 is "Yes" or if contract actions (including modifications) resulted from an award reserved for emerging small business concerns. Otherwise, leave blank.
45	Size of Small Business	Enter a code if the award is to a small business concern or Item 42 is "Yes."
46	Reserved for FPDS	Not applicable
47	Optional Reported Data Elements	Not applicable
48	For Agency Internal Use	Not applicable
49	Contracting Officer	Enter the three-letter EAS ID of the contracting official who will sign the *SF 279*. (EAS defaults to previously entered information.)
	Submitted	Enter the estimated date the award is being submitted.

Screen Reports

When you have finished entering the data for all of the relevant *SF 279* fields, click the "Reports" tab and then the "Update Edit Report" button. If you find errors, click on the appropriate tabs and make corrections. Review the above instructions carefully, and ask your System Administrator for assistance if you have a question about any of the entries.

Printing the SF 279

Click the button marked *"Print SF 279."* EAS will display a preview of the printed SF 279. If everything is as it should be on the screen, click the *"Print"* button, and, if desired, adjust the number of copies. Click [OK]. The form will print to your Windows printer. Acknowledge any system messages by clicking [OK]. After your form has successfully printed, click the *"Close"* button at the top of your screen, and EAS will return you to the SF 279 Screen.

Click [OK] to save your work. EAS will return you to the *Award Summary Screen*.

Marking SF 279 Data for Export

Reports Screen
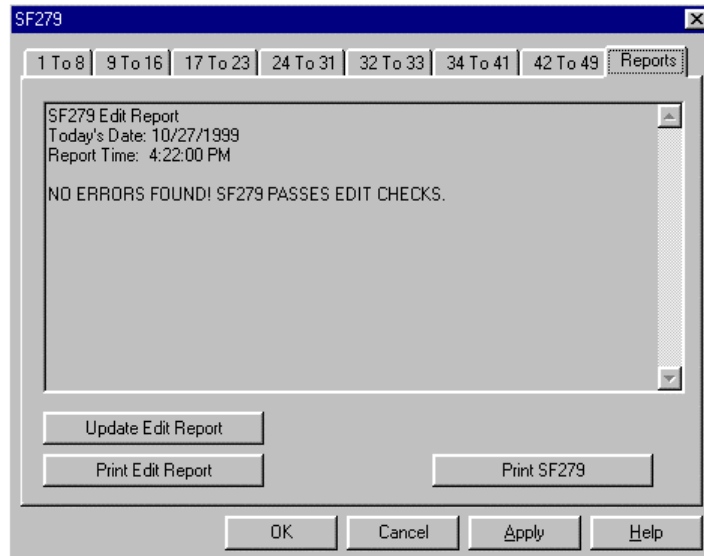
When exiting your SF279 screen after all corrections are made and the Edit Report Screen shows NO ERRORS FOUND!, the SF279 passes edit checks. The system will prompt you with the following screen:
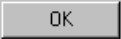
SF279 Export Question Box
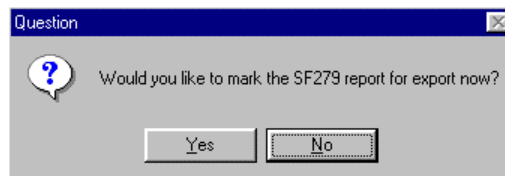
If you click on [Yes] the system will mark the SF279 for export. If you click on [No] the system will close the SF279 report and you will have to mark the report by going to the *Award Summary Screen*, choose *"Gateway"* and *"Mark FPDS."* The system displays the following message: "<u>Record has been marked for export</u>." Click [OK] to acknowledge. You will return to the *Award Summary Screen*.

This Reports screen helps the editing process for the six previous screens (Fields 1–49) for errors. Click on "Update Edit Report," and any errors that EAS is able to identify will be listed. Print a copy of the error report by clicking on "Print Edit Report" button located at the lower left of the screen.

Make corrections as indicated on the report until all the errors have been corrected.

Note: After each correction has been made, click on the [Apply] button.

Click on the "Update Edit Report" button to display a report reflecting any corrections made. If errors are still listed, continue to make corrections and click on "Update Edit Report" until the message reads "No errors found! SF 279 passes edit checks." Click on the "Print 279" button and then [OK]. The *SF 279* will print to the Windows printer.

 Note: Review the SF 279 to ensure that all data is correct and that no required fields are left blank.

Once the *SF 279* is correct, click on [X] in the upper right-hand corner to return to the *SF 279 Reports Screen*. The system will ask if the SF279 is to be marked for export.

SF279 Export Question Box
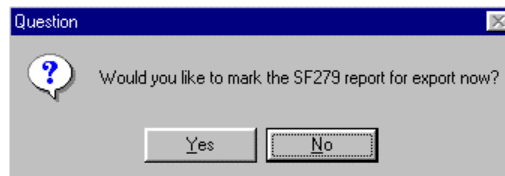
Click on [Yes] and the SF279 will be exported. The *Award Summary Screen* will reappear.

Creating an Award Document

To create an Award document, click on the "Clauses" hypertext link.

Award Summary Screen

The Award Document Browser will appear.

Award Document Browser

To bring the contract clauses over from the solicitation, click on the icon.

Copy Solicitation Document Dialog Box

Copy Solicitation Document

Solicitation: GS-02P-98-CGC-0028

Copy document from this solicitation: Yes
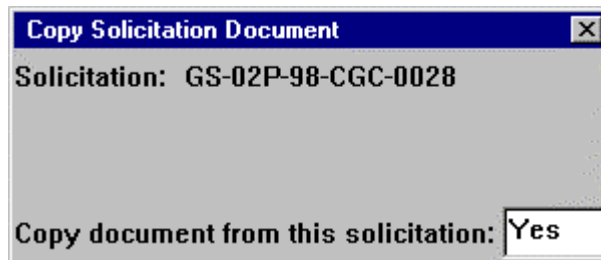
The *Copy Solicitation Document Dialog Box* will appear. Enter "Yes," and then press <F2> to save.   Press ⟨ OK ⟩ .

The *Select Local Matrices (Contracting) Screen* will appear.

Select Local Matrices (Contracting) Screen

Contracting Local Matrices

Select Matrix

Date   Local Matrix Identification

OK   Cancel   Help
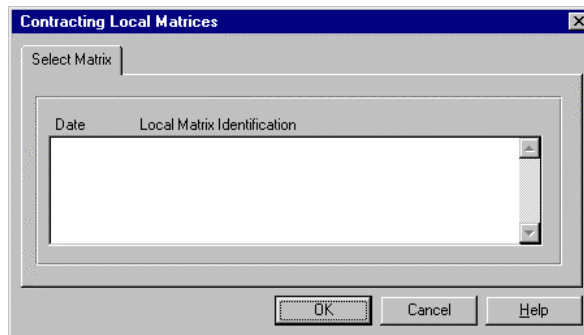
Click ⟨ Cancel ⟩ , and EAS returns you to the *Award Document Screen* and click ⟨ Yes ⟩ to question.

Note: Choosing any of the listed matrices adds clauses to those already created and brought forward from the Solicitation Module. THIS IS NOT DESIRABLE.

Click on ⊠ , and EAS returns to the *Award Summary Screen*.

> *Note: You may change almost anything within an award record until a modification or delivery order has been created against it. The award type and contract number may NOT be changed. If either of these is incorrect, you must delete the award and start over. Awards cannot be deleted after a modification or delivery order has been issued against them.*

> *Note: If the contract is a multiple award, highlight the Solicitation number associated with it, and a drop-down box will appear. Select the appropriate award number from the drop-down box at the upper right. Repeat the Contract Award process.*

> *Note: After receipt of acceptable bonds and insurance and issuance of the NTP, you have to revisit the Award Admin Screen to update and correct the contract completion date as determined by the NTP.*

Issuing The Contract Award

At the *Award Summary Screen,* click "Tools," which will bring up a drop-down menu. Click "Issue," and the *Award Data Entry Browser* will appear. The system defaults to the "Award Date" field. Make any necessary changes. Press the <F2> key, and the *Award Summary Screen* will reappear.

Award Summary Screen
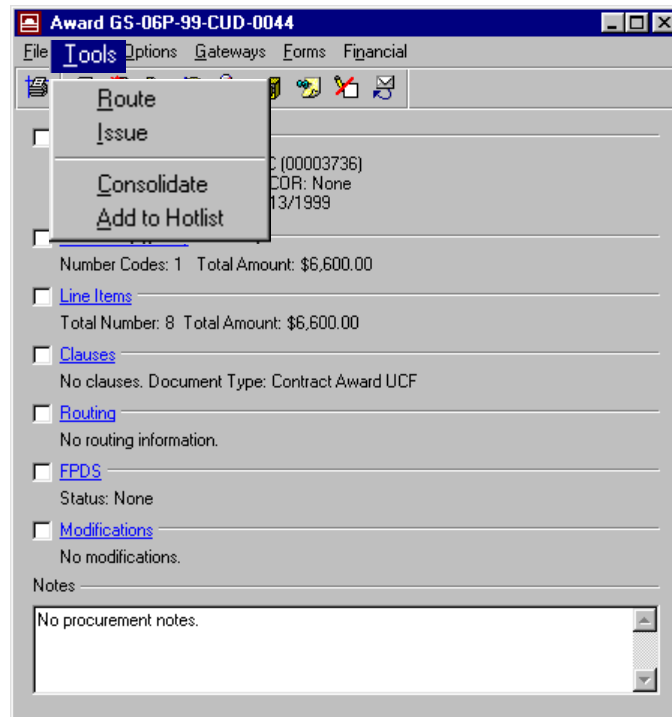
At the *Award Summary Screen* (shown below), click on "Tools" from the menu bar, then click on "Issue" from the drop-down menu. The *Award Data Entry Screen* appears.

Award Data Entry Screen
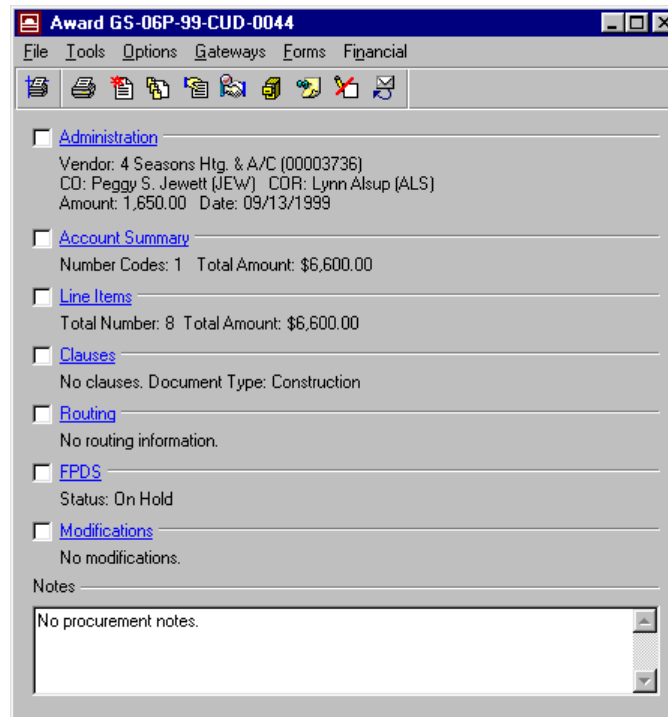
Make any necessary changes to the "Date" field and push the <F2> key to return to the *Award Summary Screen*.
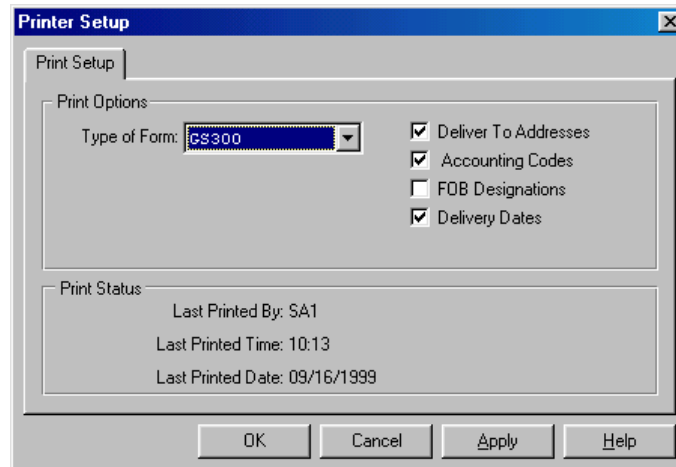
Printing the Award

Award Summary Screen

Click on "File" from the menu bar, then click on "Print" from the drop-down menu. The *Printer Setup Screen* will appear.

Printer Setup Screen

The "Type Of Form" box must be completed. Click in the box next to any of the additional information you want to print on the award document. Click [OK] and return to the *Award Summary Screen*. Click on File|Print and the *Print Status Screen* will appear. If the user profile was set up to reflect printing in MS Word, then a temporary MS Word file will be created in MS Word and EAS will continue to format the document. The MS Word document will be minimized.

Print Status Screen
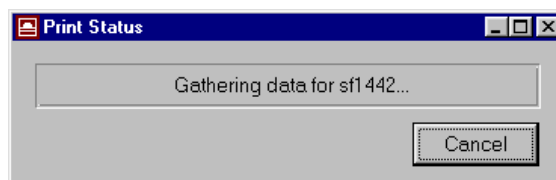
After formatting has been completed, the MS Word file will be maximized to make any necessary changes

NOTE: ANY CHANGES MADE TO THE MS WORD DOCUMENT WILL **NOT** *BE WRITTEN BACK TO EAS.*

Award Document in MS Word

The document may be saved as a .doc file to any drive or folder desired. When exiting MS Word, the system will return to the *Award Summary Screen.*

If the user profile has not been changed to print in MS Word, then the print job will display as normal in WYSIWYG. To change the user profile, close the award and at the Comprizon.Buy desktop, click on Options|Preferences|My Profile.
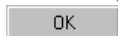
EAS Desktop
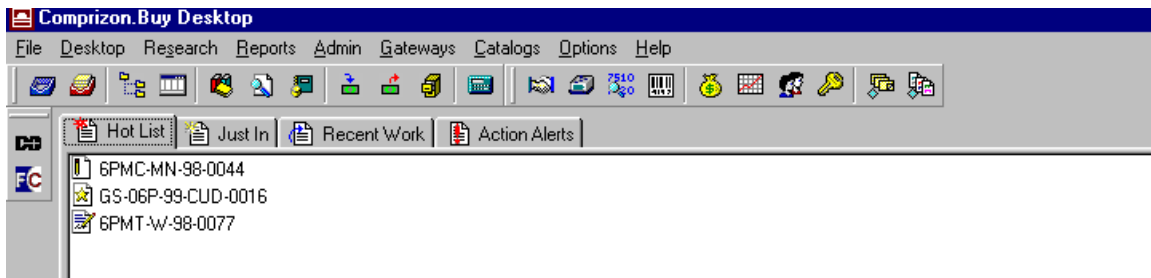
User Profile Tab Control Screen

User Info Screen

Click on the "Preferences" tab. Make sure the radio button next to "Microsoft Word" is selected (see below). If it isn't, click on it. After making any necessary changes, click [OK] .
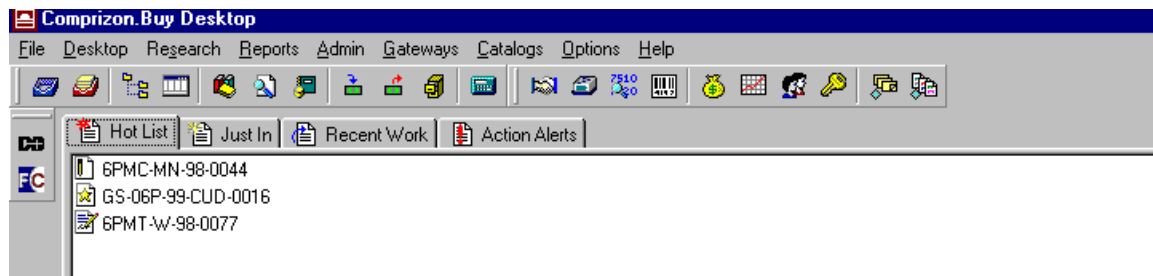
Preferences Screen
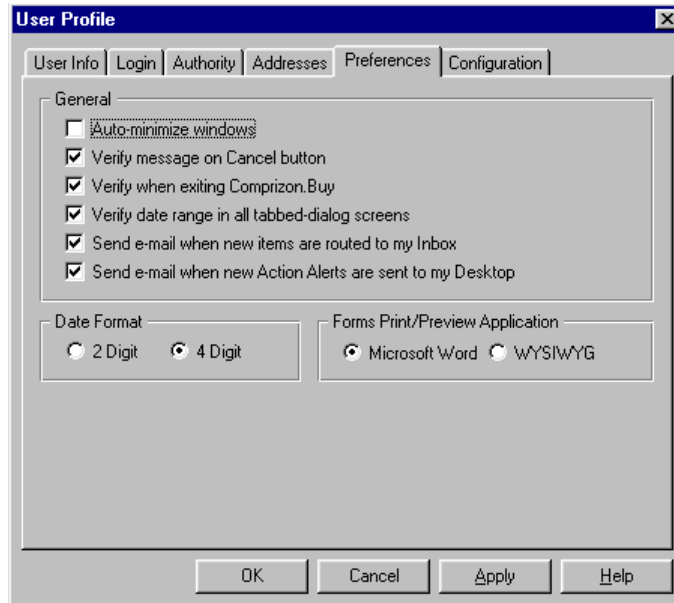
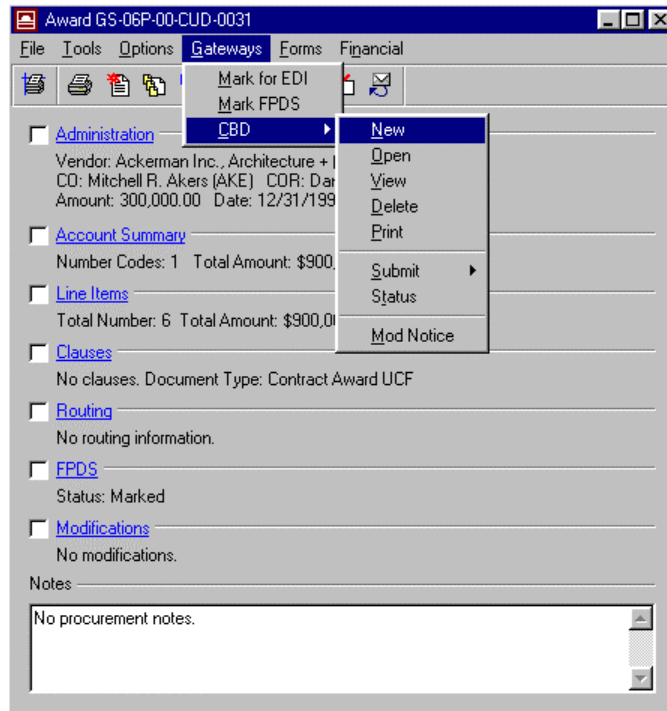Click [OK] to return to the EAS Desktop.

EAS Desktop

Click on [▥]. When a drop-down menu appears, click on "Contracting" and the *Contracting Worksheet* will appear.

Creating an IDIQ Award CBD

Award Summary Screen

From the *Award Summary Screen* click on "Gateways" from the menu bar, then click on "CBD" and "New" from the drop-down menus. The *CBD Synopsis Tab Control Screen* will appear.

CBD Synopsis Tab Control Screen

Block 1 To 8 Screen

.

EAS defaults to the "GPO Billing Code" field. Enter the billing address code (i.e., "GPO682051"), and then press the <Tab> key to move to the "Password" field. Enter the CBD password and then tab to the "GPO ZIP Code" field. Edit the ZIP code, if necessary. Press the <Tab> key to move to the "Class Code" field and enter an appropriate class code or use the drop-down menu, if the code is unknown. Press the <Tab> key to move to the

"Contracting Office" field and enter the contracting officer code, or use [Q] , if the code is unknown.

Click on the "Block 9 TO 16" tab.

Block 9 To 16 Screen

Press the <Tab> key to move to the "Subject" field and enter a brief description of the contract being awarded.

NOTE: *The subject field cannot be left blank.*

The system will default to the solicitation number into the "Solicitation Number" field. Leave it as it is and press the <Tab> key to move to the "Point of Contact" field. Make any necessary changes or addinformation, if blank.

The contract number will automatically default to the "Contract Number" field. Press the <Tab> key to move to the "Contract Amount" field and enter the amount obligated if not shown. Press the <Tab> key to move to the "Line Item Number" field and insert all or the number of the line items being obligated. Press the <Tab> key to move to the "Award Date" field. The award date should default from the contract's *Award Summary Screen*. Make any necessary changes.

Click on the "Block 17 TO 21" tab.

Block 17 To 21 Screen

The system will default to the "Vendor ID Number" field. Check the information and make any necessary changes. Leave blocks "19A" and "19B" blank. Insert the user's Email address in block "20A" and the user's name in block "20B" as shown in the above picture. Click [OK] to save the changes to the *CBD Synopsis Tab Control Screen* and return to the *Award Summary Screen.*
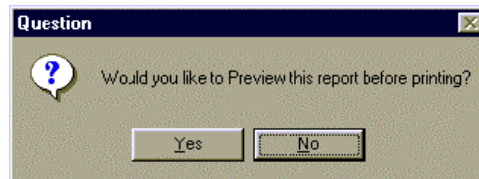
Printing the Award CBD

To print the CBD Synopsis, click on "Gateways" from the menu bar, then click on "CBD" and "Print" from the drop-down menus.

Award Summary Screen
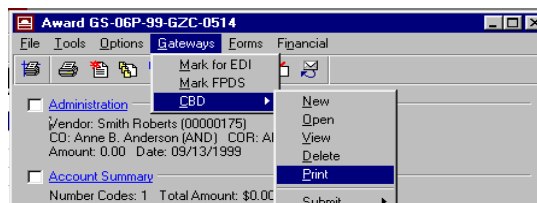
A Question Dialog Box will appear.

Question Dialog Box

If "Yes" is selected, the synopsis will go immediately to the printer. If "No" is selected, the *Print Preview Screen* will appear.

Print Preview Screen

To make changes to the CBD Synopsis click on [Close] to close the *Print Preview Screen*, then click on "Gateways" from the menu bar, then "CBD" and "Open" from the drop-down menu. Press the <F2> key to move through the screens, making any necessary changes. When the <F2> key is pressed after the final field, the *Award Summary Screen* will reappear.

Submitting an Entry to the Commerce Business Daily (CBD)

After following the steps in the previous section ("Creating an Award CBD") click on "Gateways" from the menu bar, then click on "CBD," "Submit," and "CBDNet" from the drop-down menus which appear.

Award Summary Screen
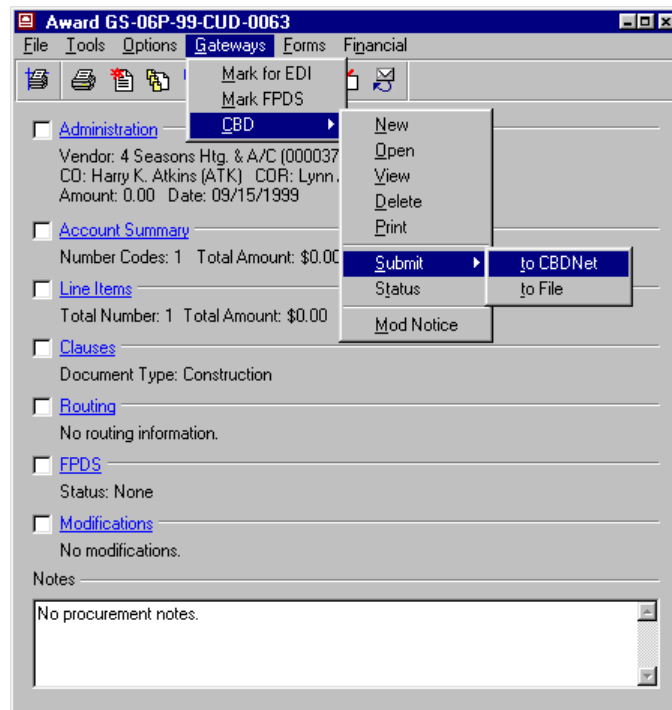
Close the *Award Summary Screen* to return to the EAS Desktop.